



**September 3 - 4, 2010**  
**Labor Day Weekend**  
**Downtown Louisville**

*"Selected as one of Southeast Tourism Society's Top 20 Events for the month of September"*



## **Booth Options**

### **Food**

A booth for selling any food items.

### **Craft**

A booth for selling craft items or merchandise.

### **Information**

A booth to display and disperse literature and/or information.

- **Non-profit organization**
- **For-profit organization**

## 2010 WorldFest Vendor Application

Name of Primary Contact: \_\_\_\_\_

Booth Name: \_\_\_\_\_ Country Represented: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you been a vendor at WorldFest before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, circle the years you have participated: 2009 2008 2007 2006 2005 2004 2003

**Booth Space Reference** (please circle or indicate which booth is applicable to you):

	Early Bird Application Wednesday, May 12	Regular Application Friday, June 4	Late Application Friday, June 25
<b>Food Booth</b> (please attach menu)	<b>\$350</b>	<b>\$450</b>	<b>\$500</b>
<b>Craft Booth</b>	<b>\$175</b>	<b>\$200</b>	<b>\$225</b>
<b>Information Booth - Non-Profit Organization</b>	<b>\$50</b>	<b>\$75</b>	<b>\$100</b>
<b>Information Booth – For-Profit Organization</b>	<b>\$1,000</b>	<b>\$1,250</b>	<b>\$1,500</b>
<b>Optional Upgrade -</b> (reserve your booth location from 2009)	<b>\$150</b>	<b>\$175</b>	<b>\$200</b>

Booth space includes one 10' x 10' tent, two 8' tables, and two chairs.

I am interested in bringing my own portable unit/trailer:

Weight: \_\_\_\_\_ lbs. Dimensions: \_\_\_\_\_ x \_\_\_\_\_  
Side

Serving Side: Front / Back /

(\*Cost will depend on the size and location of the unit.)

(Please circle)

### Electrical Needs:

Please list the types of *all* electrical appliances you will be bringing (refrigerator, freezer, etc.). PLEASE NOTE: MAXIMUM POWER PER VENDOR IS 50 AMPS.

Vendors must bring two 100' heavy-duty outdoor extension cords. Vendors needing access to

Electrical Equipment	Watts	Volts	Amps	120V	240V

# Vendor Information

## Basic Festival Information

WorldFest is the region's premier international festival, attracting more than 100,000 attendees during the two-day event. This free annual festival located on the Belvedere in downtown Louisville occurs during Labor Day weekend. The event features local, regional and national entertainment, quality arts and crafts, a wide variety of international foods, Parade of Cultures and naturalization ceremony.

## Juried Information for Vendors

All applications for 2010 will be reviewed to ensure applications are consistent with the purposes and objectives of the festival as stated in the rules and regulations and to ensure few, if any duplications.

- Food vendors are required to submit a menu with their application; your application will be judged on your menu, therefore menu items are not allowed to be changed before or during the festival.

## Health Regulations

A \$25 Louisville Metro Department of Public Health and Wellness temporary food service permit is required for food vendors. The permit application must be filled out and returned to the Health Department at 400 East Gray Street, Louisville, KY 40202. The Health Department will issue the permit. Food vendors are also required to attend a food service training which will be Thursday, August 5 at 9 a.m. at location to be determined. If you have questions regarding the food service permit or training session, please contact Scott Nethery or a Food Hygiene Staff member at (502) 574-6520.

## 2010 Festival Location, Dates & Times

The Belvedere – Fifth and Main streets  
Friday and Saturday, September 3 - 4, 2010  
11 a.m. – 11 p.m.

## Important Deadlines

Wednesday, May 12	Early Bird Application
Friday, June 4	Regular Application
Friday, June 25	Late Application
Friday, July 23	Application Status Mailed

# Rules and Regulations

All vendors must have a certificate of insurance with \$1,000,000 minimum general liability naming Louisville Metro Government as additional insured.

Kentucky Department of Revenue Services imposes a 6% sales tax on all retail sales made within the Commonwealth. If you are selling food or merchandise during the festival, you **MUST** fill out a Tax Remittance Form and return it to the Kentucky Department of Revenue Services.

Vendors must bring their own clip lights to illuminate their booth during evening hours. These can be purchased at any local hardware store.

WorldFest continues rain or shine, so please keep yourself up to date on the predicted weather during the festival and bring appropriate weather related gear to the event.

WorldFest is not responsible for lost, stolen or damaged goods.

If you submit an application but need to cancel you must do so before June 25. If you cancel before June 25, a \$25 administrative fee will be charged. **NO REFUNDS** will be given after June 25.

Application status/vendor packets will be mailed no later than July 23.

Space assignments are made at the discretion of the event staff.

All food vendors must provide a Type K portable fire extinguisher. Booths without an extinguisher will be shut down until vendor is in compliance.

Roofing paper will be required for all food vendors using appliances that produce grease and or any other bi-product.

Vendors must remain open 11 a.m. – 11 p.m.

**Payment Options:**

Check: (Make payable to Louisville Metro)

I have read and understand the rules and regulations listed above and agree to abide by WorldFest rules as listed in this document. If application is approved, (*vendor name below*)

\_\_\_\_\_ agrees to participate in WorldFest 2010 and to be responsible for all booth fees and additional incurred expenses.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

***Please send application, menu, payment and certificate of insurance to:***

**2010 WorldFest**  
**Metro Parks, Special Events Management Office**  
**PO BOX 37280**  
**Louisville, KY 40233**  
**(502) 456-8110 • (502) 456-8136(fax)**  
**[www.louisvilleky.gov/international](http://www.louisvilleky.gov/international)**

If you do not receive a confirmation within two weeks of sending in your application, please contact Monica Sheckles at (502) 456-8110.